



Notice of Vacancy

IPR# 40995

DATE: August 15, 2017

TITLE: Program Integrity Auditor Trainee/Motor Fuel Tax Auditor Trainee
OFFICE: Office of Finance & Administration / Bureau of Investigations & Compliance
CONTRACT: AFSCME – RC062

*** INTERESTED EMPLOYEES MUST SUBMIT A BID FOR THE ABOVE POSITION.**

BRIEF DESCRIPTION OF DUTIES: Under direct supervision, for a period not less than six months and not to exceed twelve months, receives on the job training in performing complex, technical, financial and integrity reviews of local public agencies' (LPAs) motor fuel tax (MFT) programs as to their compliance to the Illinois Highway Code and Department policies, gains knowledge of the motor fuel tax audit plans and procedures; assists in preparing draft reports. Audits may be conducted on-site or throughout the state which may require frequent overnight stays and may be scheduled to accommodate officials whose regular employment may preclude meeting during normal working hours.

TRAINING & EXPERIENCE: Requires knowledge, skill and mental development equivalent to a bachelor's degree preferably with major coursework in accounting or business administration. Requires extensive knowledge of auditing theory and procedures, policies and regulations of management principles and techniques and of state government. Requires a valid driver's license and ability to travel to remote audit sites with frequent overnight stays. Requires the ability to move or lift files and audit cases weighing approximately 25-30 pounds. Ensures compliance with departmental safety rules.

UNIT: Financial Review & Investigations / MFT Audit Services
LOCATION: 201 West Center Court, Schaumburg, IL
SHIFT: 8:00 a.m. – 4:30 p.m. Monday-Friday / Off Saturday-Sunday
PAY GRADE: RC062-12
SALARY RANGE: \$3,371 - \$4,826
CONTACT PERSON: Jennifer Sunderland, Bureau of Personnel Management, 217/782-5594
SUBMIT BID TO: Illinois Department of Transportation, Bureau of Personnel Management,
Room 113, 2300 S. Dirksen Pkwy, Springfield, IL 62764
Fax: 217/557-3134 or
Email to DOT.CO.BPM.EmploymentApplications@illinois.gov

BIDS MUST BE RECEIVED BY: 4:30 p.m. on Wednesday, August 30, 2017

POSTED FROM: August 17, 2017 **TO:** August 30, 2017

*Agency-to-Agency Transfer: In accordance with Article XIX, Section 7 of AFSCME collective bargaining agreement, employees desiring to transfer to the same position classification, an equal or lower position in a classification in which an employee was previously certified, or a position lower in the series for which h/she is qualified, in a different work location shall file a request for transfer form.

*In addition, to the bid form, if bidding for a position in a higher classification, bidder must file a CMS-100B Promotional Examination Application with the Department of Central Management Services and complete a Performance Test, if required.

*Group B – titles are closed exams. Applications for a Group B exam will be maintained until agency requests that the test be administered or for a maximum of one year.